



## **Sac & Fox Nation HIGHER EDUCATION GUIDELINES**

Basic eligibility in the Higher Education Grant program is that you must be an enrolled member of the Sac and Fox Nation and enrolled in a college or university accredited by a national or state-accrediting agency.

Please be aware that Sac & Fox Nation Higher Education funds are supplemental only. You must first apply for other resources through the college Financial Aid Office. This should be done soon after the first of January preceding the fall semester in which you plan to enroll. All awards are based on the availability of the Sac and Fox Nation Higher Education funds.

### **DEADLINE for Grant Applications Fall Semester - June 30 Spring Semester - November 30**

The following must be submitted for a Higher Education Grant. It is the applicant's responsibility to see that the applications and supporting documents are complete and returned to the Sac and Fox Nation Higher Education Office.

1. Your completed grant application – Please make sure that all blanks are filled with all necessary signatures.
2. A copy of your Certificate of Degree of Indian Blood (CDIB) card.
3. Your personal letter stating the college major you plan to pursue and your career goals upon graduation.
4. A letter of admission from the college or university you plan to attend and semester class schedule.
5. High school transcript and/or G.E.D. Certificate. **NOTE** if you have previously attended college you must submit a copy of your transcript, covering all college hours completed.
6. Financial Needs Analysis (FNA) form – The top portion must be filled out by the student and the college Financial Aid Office must complete the bottom portion. Make sure you have completed the Free Application for Federal Student Aid (FAFSA) to determine Pell grant and other grant eligibility whether you think you may qualify or not. Without these results, the college Financial Aid Office cannot complete your FNA form and the Sac and Fox Nation Higher Education office cannot determine funding.

The college or university Financial Aid Office must establish financial need. The Sac and Fox Nation does not fund the full expense of attending college. Applicants are required to first apply for other federally funded programs and if necessary loan packages offered by the Financial Aid Office. The student upon graduation must repay loans.

**\*Maximum amount for funding per semester for full-time students - \$800.00**

**\*Maximum amount for funding per semester for part-time students - \$400.00**

Funding is limited to ten (10) semesters/quarters at a four-year institution and a maximum of six (6) semesters/quarters at a two-year institution for a student seeking a "first-time" Associates Degree or a Bachelor's Degree.

### **Summer School**

The Higher Education Department will not be able to fund any summer sessions unless the student is lacking summer hours to complete graduation requirements.



## **GRADUATE STUDENTS**

Graduate students are advised to utilize other sources of funding that may be available through the university they are attending. Graduate students will be funded upon availability of funds. (Maximum amount of funding - \$400.00 per semester). Funding is limited to six (6) semesters for a Graduate student to complete the student's program.

## **RENEWAL APPLICANTS**

Continuing students must re-apply for assistance every academic semester. You must submit a new application, new Financial Needs Analysis form (FNA), official transcript and upcoming semester class schedule prior to each school semester. No additional documentation is needed.

## **CONFIDENTIALITY**

All records of applicants and grant recipients are confidential and will not be released to person(s) or educational institutions without prior written consent of student.

## **APPEALS PROCEDURE**

Within ten (10) days of the disapproval of services the applicant must submit a written appeal to the Tribal Administrator with the documents and sufficient details to warrant reconsideration of denial or disapproval of application or services.

Within ten (10) days of the receipt of the appeal the Tribal Administrator will prepare a statement to the applicant with an explanation of initial determination.

If the applicant is not satisfied with the explanation provided by the Tribal Administrator, the applicant has ten (10) days to provide a written request to the Sac and Fox Nation Business Committee. The Business Committee will make their final determination within thirty (30) days. All decisions/actions taken by the Business Committee are final.

## **ACADEMIC REQUIREMENTS**

Grants are awarded based on either a full-time (12 or more credit hours) or part-time (6-11 credit hours) status. Students are expected to pass the minimum number of hours as specified on their grant contracts.

Freshman (0-32) credit hours and Sophomore (33-65) credit hours are expected to earn a minimum GPA of 2.0. Juniors (66-98 credit hours) and Seniors (at least 99 credit hours) are expected to earn a minimum GPA of 2.25 to remain on the program. Remedial, correspondence, repeat and courses beginning with a 0 that do not carry college credit will not be considered in the total of full or part-time status.

\*Failure to meet the Academic requirements and unsatisfactory grades will result in probation status for the following semester. A student on probation status has one semester to meet the minimum academic requirements to be removed from probation status. Failure to do so will result in suspension from funding for the following semester. A grant recipient who is suspended will not be considered for future funding until such time the GPA has been brought up and a new application submitted.

\* It is the student's responsibility to have your grade report mailed to this office immediately after each semester or quarter. Continued funding for the following term will not be approved until a grade report is submitted, reviewed, and filed in the individual recipient's file.

Incomplete grades (I) are considered Unsatisfactory so this as well as Withdrawals (W) will not be considered in the total amount of hours of the student's final semester grades. Students in this category may have their case reviewed before reinstatement in the program. Students who withdraw officially from the University must notify the Sac and Fox Nation Higher Education office immediately.

## **NOTE**

The date the applicant has a completed file, the Adult Education Department will determine the applicant's eligibility for funding. All awards are on a first-come, first-serve basis and are based on the availability of the Sac and Fox Nation Education Funds.